

City of Seal Beach

Community Services Department



CITY HALL - 211 EIGHTH STREET
SEAL BEACH, CALIFORNIA 90740-6305
(562) 431-2527 x:1306

Thank you for your interest in becoming a contract Instructor with the City of Seal Beach Community Services Department. The Community Services Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes, and events are more important than the activity itself. We look forward to the possibility of working together to reach our common goals and to serve the Seal Beach Community.

The Community Services Department utilizes independently contracted Instructors to provide recreational services to our community. Programs may be designed for early childhood, families, teens, youth, adults, or seniors. The City of Seal Beach is committed to providing accessible services and programs to the entire community today and in the future.

The process begins with the Instructor submitting a "Contract Instructor Application." A copy of this form is included in this packet. This form should be submitted to the Community Services Department located at City Hall, 211 Eighth Street, Seal Beach, CA 90740-6379. Proposals may be submitted in person, by mail, fax, or e-mailed to the Community Services Coordinator.

If an application is approved, the Instructor will be required to enter into a Master Program Instructor Agreement. A sample version of the Agreement is included in this packet.

Instructors will also have to review and sign the Contract Instructor Guidelines and Policies. The most current version of the Guidelines and Policies is included in this packet.

Finally, Instructors will need to complete and sign a Quarterly Addendum to the Agreement for each quarter that the Instructor teaches. A sample version of a Quarterly Addendum is included in this packet.

If you have any questions about this process please contact the Community Services Department at (562) 431-2527 ext. 1344.



Community Services Department Contract Instructor Application

Name: _____ Date: _____

Address: _____

Work Phone: _____ Home Phone: _____

Cell: _____ Fax: _____

Which of the above numbers will you allow us to release to the public? _____

E-Mail: _____

1. Proposed class name: _____

2. Description of class (please write a 25- 40 word description of your class):

3. List reasons why we should offer this program (how your students will benefit):

4. Proposed start date: _____

5. Facility location preferred: _____

6. How many weeks will the class be taught? _____

7. Days and times you would like to teach:

1st choice: _____

2nd choice: _____

3rd choice: _____

8. Age range of participants: _____

9. Number of participants you can accommodate: (Minimum) _____ (Maximum) _____

10. Student class fee: _____

11. Materials fee (if any): _____

12. When should we offer this class? ____ Spring ____ Summer ____ Fall ____ Winter

Please enclose a brief bio and class outline along with your resume.

Please mail this Application to: City of Seal Beach
 Attention: Community Services Coordinator
 Community Services Department
 211 Eighth Street
 Seal Beach, CA 90740

The Community Services Coordinator will review this application and determine its potential to meet the Department's vision, goals, and community needs, before contacting you for a more detailed discussion.

Together, the Program Coordinator/Supervisor will work with you to determine the specific course/activity design in regards to the facility suitability, facility availability, fee structure, course time frames, participant minimums and maximums, age range, course description, etc. This does not guarantee that your course/activity will be accepted.

Please note, the City will not accept proposals for the following:

- Programs that are similar to programs we currently offer. Please review the most recent issue of Shoreline, the Seal Beach Community Services quarterly brochure.
- Programs we have offered in the past that have been cancelled (unless you can show that you have the necessary number of participants who are interested).
- Inappropriate programs for the recreation setting or similar programs offered by local community colleges or business/commercial/professional agencies.

If the City accepts the proposal, the Instructor will have to sign a contract with the City and follow the guidelines and policies set forth in the attached Guidelines, Policies & Procedures document.



Community Services Department Contract Instructor Guidelines and Policies

The City's purpose in contracting with independent Instructors is to provide its residents with recreational activities in a manner that will foster a sense of community, security, fun, and fair play through programs that City staff cannot provide directly. The terms and conditions of the Instructor's work for the City will be set forth in a Master Program Instructor Agreement, Quarterly Addenda to the Agreement that must be completed for each quarter that the Instructor teaches a class for the City, and the guidelines and policies contained in this document.

Contracts

Instructors are required to sign a Master Agreement with the City. The Master Agreement specifies the general terms and conditions under which Instructors provide services; including such matters as compensation, indemnification, and insurance requirements. Instructors must review and agree to all terms and conditions of the Master Agreement. Instructors must also sign a Quarterly Addendum to the Master Agreement for each class taught each calendar quarter. The Quarterly Addenda will specify the class size, program requirements, and other details for the classes Instructors will teach that quarter. Classes will be cancelled if the required forms have not been submitted and approved.

Independent Status

Under the Master Agreement, Instructors act as independent contractors, and not agents or employees of the City of Seal Beach. Accordingly, Instructors obtain no rights to the retirement benefits or other benefits that accrue to City employees. Although not employees of the city of Seal Beach, Instructors do represent the City and must therefore conduct themselves accordingly. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting City policies and decisions; including those set forth in this document as it may be amended from time to time.

Class Cancellations & Subcontractors

The City contracts with an Instructor based on his or her special expertise and experience. The City therefore requires the Instructor to personally perform or directly oversee the performance of the services. In the event the Instructor is not able to teach a class due to illness or some other cause beyond Instructor's control, Instructor must follow the following procedures:

- A. Instructor must procure at its sole expense a substitute instructor at least as qualified as the Principal Instructor to teach the class at its regular time and place. Substitute instructors must comply with the City's fingerprinting requirements.
- B. Instructor must notify the City of the substitute instructor's name, qualifications, address, and phone number.

- C. If Instructor cannot procure an adequate substitute, then the class will be cancelled and a make-up must be added to the end of the session. Instructor must notify students as soon as possible of the cancellation and the make-up class.

Compensation

Instructors are compensated based on a percentage of the registration fees collected by the City. Typically, Instructors are paid 65% of registration fees paid by class participants, less an administrative fee. Instructors are not allowed to impose additional fees or material costs on participants registered through the City unless such fees or costs have been approved in advance by the Community Services Coordinator and published in the quarterly brochure. Students will pay material fees directly to Instructor at first class meeting.

Instructors are paid by warrant check at the conclusion of your class. A 1099 statement will be issued to you at the end of the year documenting your earnings, if \$600 or more. Instructors are personally liable for any federal, state, or local taxes incurred and the City will not withhold any deductions from these earnings.

Records and Inspections

Instructors are required to maintain full and accurate records with respect to all services provided to the City and will be required to make such records available for inspection on 24-hours notice.

Coordination of Work

Instructors are required to coordinate with the City to avoid conflicts of use. Resolution of any conflict is at the sole discretion of the City's Community Services Director or that person's designee.

Set-up & Tear-down

Instructors are responsible for setting-up and being prepared to greet class participants 10 minutes prior to class time. Classes must begin at the agreed upon start time.

Instructors for all adult crafts, cooking, and children classes are requested to wipe down tables and return the room to its original condition in order to accommodate the next scheduled class. All Instructors must set-up and teardown tables and chairs as needed. Floors must be swept and/or mopped as needed. Restrooms are to be cleared of soap, towels, and debris.

Facilities & Keys

Instructor's primary responsibility is to ensure the safety of program participants. Prior to class, Instructors must visually inspect the programs and facilities to ensure safety. If any aspect of the area appears unsafe, it is the Instructor's responsibility to notify the Community Services Coordinator and to take actions that will ensure participant safety.

All Instructors will be assigned a designated key number. Keys will need to be checked out from the Community Services Department before each class session. At the end of every class session keys need to be returned to the Community Services Office no later than one week following the last class meeting. A \$100.00 fee will be assessed for all lost keys to cover the cost to re-key the

facility should a key be lost or stolen. When leaving the facility, an Instructor must ensure that all doors are locked securely and all lights are turned off.

Equipment & Labor

Instructors are required to furnish all tools, equipment, apparatus, supplies, and materials necessary for their classes unless otherwise agreed to by the City. Instructors assume all risk of loss, damage, or harm to such equipment or materials arising in connection with their services. Instructors are not allowed to distribute and/or sell personal items or equipment.

Supervision

Instructors are required to establish appropriate rules for conducting the class and to assume responsibility for student discipline to ensure adequate protection of students and facility.

Instructors teaching youth programs must stay with their students at all times. At no time may an Instructor leave the premises before all children have been picked up by a parent or guardian. Instructors must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Parents are not permitted to attend children's classes unless the class is designated a parent participation class. It is the Instructor's responsibility to inform parents that they may not remain in the classroom. Children are not permitted to attend adult classes with their parent. Again, address the situation if it occurs immediately and appropriately.

Incident Reports

Instructors are required to inform the Community Services Coordinator/ Supervisor immediately of accidents or emergency situations that occur or arise during the class time and that may require further action. Incident report forms can be picked up in the Community Services Department and must be completed by the Instructor and submitted within 24 hours.

Brochure

The Community Services Department publishes 10,500 copies of *Shoreline*, Seal Beach's quarterly brochure and schedule of classes. *Shoreline* is mailed out to residents one month prior to the start of classes. Unless otherwise agreed to by the City, all activities and course outlines are to be performed at times and dates described in the brochure. Additional flyers and advertising are the Instructor's responsibility and must be approved by the Community Services Coordinator prior to distribution.

Additional Marketing and Promotion of Classes

The Department will provide a certain amount of publicity for all classes. This will include a listing and description in the quarterly brochure, *Shoreline*, with flyers and press releases by arrangement. Our department will print flyers (within reason) for Instructors if arrangements are made in advance. Instructors may and are strongly encouraged to advertise in addition to the class information printed in the City brochure. Any publicity that includes "Sponsored by the City of Seal Beach" or similar City identification or endorsement must be approved by the Department prior to public distribution.

Enrollment, Registration, and Rosters

Class registration forms are mandatory and must be completed for all students each session/quarter. In the case of drop-in, pay-as-you-go programs, multiple signature forms are mandatory. The City encourages mail-in, fax-in, and walk-in registration; on-site registration is discouraged. Onsite registrations received must be submitted to the Community Services Department prior to the second class. Participants, who have not paid a registration fee to the City, may not participate. Instructors should take daily attendance to ensure proper enrollment and payments. Instructors will not be paid for students not on the roster.

Instructors must call the Community Services Office at least one week PRIOR to the first scheduled class to verify enrollment. Instructors may pick up class rosters from the office or request one via e-mail. All correspondence during the course of the class will be collected in the office, so Instructors should check for messages often. Those Instructors teaching classes that are co-sponsored by the Community Services Department and another city will need *two rosters*. Instructors should check with the co-sponsoring city if they have not received a second roster prior to class.

Participant Minimum & Maximum

The minimum and maximum number of participants and student to Instructor ratio will be established by the Instructor and Community Services Coordinator in the Quarterly Addendum to the Master Agreement. Consideration of the best number for instructional purposes, room size, and equipment available will be criteria for class numbers. Instructors should not set minimums too high, as class will be cancelled if it is not reached at least three days prior to the start of the class.

Refunds

Students may request to drop a class due to illness, schedule conflicts, or because it was not what they had expected. Refunds are processed only if their request has been made prior to the second class. An administrative fee of \$10 may be assessed. If a class is cancelled due to lack of enrollment, a refund will automatically be processed with no fee.

Fingerprinting & Background Checks

Pursuant to California Public Resource Code 5164 and City Policy, Instructors and all persons under their supervision for the purposes of teaching classes must submit to undergo Live Scan fingerprinting for a criminal background check prior to providing any services for the City of Seal Beach. Instructors will be reimbursed for the cost of fingerprinting and background checks.

Anti-Discrimination Policy

In providing services to the City, Instructors must not discriminate against any person because of race, religion, color, national origin, handicap, ancestry, sex, sexual orientation, or age.

Americans with Disability Act (ADA)

Under the Americans with Disability Act (ADA), 1990, Leisure Service Agencies and their Instructors are required to accommodate individuals with special needs. Instructors must be willing to work with the City of Seal Beach, Community Services Department and accommodate those who request assistance.

Confidentiality

All data, documents, discussion, or other information developed or received by Instructors while providing services to the City must be kept confidential and not disclosed without the City's prior authorization unless disclosure is otherwise required by law.

Information that identifies or relates to our students should be safeguarded as confidential. Class rosters contain the names and telephone numbers of students enrolled. Such information is not to be distributed without prior City approval and is for the use of the Instructor only as it relates to the course.

Instructor Contact Information

Instructors must notify the Community Services Coordinator as soon as possible if there is a change to the Instructor's address or phone number.

Right to Refuse Service

Contract Instructors can refuse service to participants under the following conditions:

- Participants who are unreasonably rowdy or causing trouble
- Participants whose presence detracts from the safety, welfare, and well-being of other participants or the Instructor
- Participants that may overfill capacity if let in the class
- Participants you believe to be intoxicated

Quarterly Sessions

Winter Session is December through March

- Proposals must be submitted by late August

Spring Session is March through June

- Proposals must be submitted by early December

Summer Session is June through August

- Proposals must be submitted by mid- February

Fall Session is August through December

- Proposals must be submitted by Late May

Call the Community Services Coordinator for specific deadlines.

Important Numbers

Emergencies	911
Seal Beach Police Department	(562) 799- 4100
Community Services Department	(562) 431-2527
Brochure inquiries	Extension 1306
Contracts & Insurance	Extension 1306
Instructor Pay	Extension 1344
General information	Extension 1307

Certification

Instructors must certify that they have read and understood and agree to abide by the policies and guidelines set forth above by signing and returning this from to the Community Services Department prior to providing any services to the City. The City reserves the right to amend these policies and guidelines from time to time. The City will notify Instructors of any such changes within 30 days and Instructors will complete and return to the City an additional certification.

I have read the above and fully understand and agree to these policies.

Instructor Name

Date

Instructor Signature